



## JOB DESCRIPTION

Title: **LEGAL ADMINISTRATOR II**  
Department: Attorney  
Class Code: 6045  
FLSA Status: Non-Exempt  
Effective Date: June 1, 2009 (Rev. 09/2011)  
Grade Number: 16

### GENERAL PURPOSE

Under general supervision from the City Attorney, performs specialized routine and complex legal work pertaining to prosecution matters in the Attorney's Office, and routine legal work pertaining to civil law work. Such work may include assisting in drafting legal documents; assisting in real estate matters for the City; performs minimal legal research; prepares documents and obtains relevant records for litigation.

**EXAMPLE OF DUTIES** *(Any one position may not include all of the duties listed, nor do the listed examples include all of the duties which may be found in positions of this class. Specific duties shall be assigned by the City Attorney)*

- \*-- Prepares criminal matters for court, includes formal information, summons, bench warrants, complaints, subpoenas, court docket files and other legal documents.
- \*-- Coordinates restitution issues; facilitates exchange of pertinent information from victims to the court.
- \*-- Coordinates Trial Program. Prepares cases for trial.
- \*-- Posts, tracks, and maintains bench warrant files, abeyance files, and other case files; maintains court appointment calendars.
- \*-- Obtains police reports, rap sheets, driving records and requests other supporting evidence for criminal matters.
- \*-- Coordinates and assists outside counsel in gathering information.
- \*-- Prepares legal pleadings, discovery responses and other supporting legal documents and correspondence as directed by the City Attorney; ensures correctness of form and content; takes and transcribes dictated material.

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- \*-- Interacts frequently with court clerks, police officers and staff, defendants, victims and the public.
- \*-- Tracks, verifies and pays all billings and invoices. Orders office supplies as needed.
- \*-- Assists in the preparation, approval and finalization of ordinances and resolutions. Under the direction of office attorneys, drafts agreements, pleadings, letters, updates contracts and prepares inter-office memos.
- \*-- Under the direction of attorneys, prepares information and files for City Council, Planning and Zoning, and other meetings as requested. Assists attorneys in real estate matters relating to acquisition, surplus, annexations, vacating, condemnation, and special improvement districts.
- \*-- Searches public and private records as needed.
- \*-- Arranges travel preparation and reconciliations for conferences, seminars and workshops.
- \*-- Performs legal research and discovery under direction of attorneys. Obtains pertinent cases, analyzes the cases and prepares inter-office memoranda. Performs claim and litigation research. Assists in answering interrogatories and requests for various discovery needs.
- \*-- Prepares code enforcement matters for courts; initiates further investigation as warranted; prepares formal informations, summons, bench warrants, complaints, subpoenas, and other legal documents; prepares court docket files.
- \*-- Assists attorneys in complying with court rules of procedure for filing briefs.
- \*-- Acts as Co-Terminal Agency Coordinator with Bureau of Criminal Identification.
- \*-- Serves as contact person for Attorney's Office to handle questions and complaints.
- \*-- Develops and manages legal filing systems.
- \*-- May assist with initial stages of claim resolution. Takes initial calls; provides information relating to submitting claims; inputs data into claims management program; makes claims file and forwarding file to attorney; and provides other claim support as required.
- \*-- May represent City or department at community meetings or serve on various boards as requested.
- \*-- Answers telephone, takes messages; directs visitors to appropriate staff members; dispatches appropriate information.

- \*-- Provides support for other front office staff.
- \*-- Maintains confidentiality on all legal matters.
- Perform related duties as required.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Four (4) years legal administrator experience or equivalent.

### Necessary Knowledge, Skills and Abilities

- Considerable knowledge of office practices; working knowledge of legal terminology; some knowledge of legal research procedures; some knowledge of Utah criminal code.
- Skilled in legal writing.
- Ability to perform routine legal research requiring the exercise of considerable independent judgment; ability to perform complex clerical work with accuracy; ability to establish and maintain effective working relationships with employees and other departments in the City; ability to communicate verbally and in writing; ability to follow written and verbal instructions.
- Knowledge of and experience in working with office technology.

## **TOOLS & EQUIPMENT USED**

- Phone, personal computer, including word processing and spreadsheet software.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, walk and talk or hear. The employee is occasionally required to use hands to finger, handle, feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually moderately quiet.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.